

# Traffic Crash Response And Reporting

## 501.1 PURPOSE AND SCOPE

The public safety responsibilities of law enforcement include responding to traffic crashes, providing aid and assistance, documentation of the incident and identification of criminal activity.

The Hudson Police Department prepares traffic crash reports in compliance with Wis. Stat. § 346.70(4). As a public service the Hudson Police Department makes traffic crash information available to the public.

## 501.2 CALL RESPONSE

Officers should respond without delay when dispatched to a traffic crash. A traffic crash with injuries reported may include an emergency response if the officer reasonably believes such a response is appropriate.

### 501.2.1 RESPONSE CONSIDERATIONS

An officer responding to and upon arrival at a crash, should consider the following:

- (a) The most appropriate route to the incident
- (b) Proper placement of the emergency vehicle to provide protection for officers and the scene
- (c) Potential for involvement of hazardous materials
- (d) Additional support that may be necessary (e.g., traffic control, medical aid, HAZMAT, ambulance, tow vehicles and airship landing)
- (e) Providing first aid to any injured parties if it can be done safely, and obtaining medical assistance as necessary
- (f) Traffic control
- (g) Clearance of the roadway

## 501.3 CRASH INVESTIGATION

Investigation of traffic crashes, including hit and run incidents, should include, at minimum, the following:

- (a) Identification and interview of all involved parties
- (b) Identification and interview of any witnesses
- (c) Determination if any violation has occurred and taking appropriate enforcement action
- (d) Identification and protection of items of apparent evidentiary value
- (e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on appropriate report forms

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### **501.4 TAKING ENFORCEMENT ACTION**

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of state traffic statutes contributed to the crash, officers may issue a municipal citation to the offending driver.

Incidents involving more serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced immediately. If a driver subject to enforcement is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

### **501.5 TRAFFIC CRASH REPORTING**

#### **501.5.1 MEMBER RESPONSIBILITIES**

Department members shall utilize the Wisconsin Motor Vehicle Accident Report Form (MV4000) prepared by the Wisconsin Department of Transportation (WisDOT) for a reportable crash that meets the following criteria:(Wis. Stat § 346.70(4)(b)):

- (a) The crash originated or terminated on a traffic way, or public or private premises as outlined within Wis. Stat. § 346.66, and involved at least one motor vehicle in transport and resulted in any of the following (Wis. Stat. § 346.70):
  - 1. Injury or fatality of a person
  - 2. Total damage to one person's property that is reasonably believed to be \$1,000 or more
  - 3. Damage to government-owned property that is reasonably believed to be \$200 or more, except to government-owned vehicles, which is \$1,000 or more

Motor vehicle crashes that do not meet the above criteria are considered non-reportable. A non reportable accident report may be taken in lieu of a MV4000. The information contained in the non reportable accident report shall be sufficient to complete the MV4000 should it later be determined that the crash involved injuries or property damage that meet the state criteria of a reportable crash.

When a motor vehicle crash meets any of the criteria of a reportable crash but is not investigated by this department, the operator of each motor vehicle involved in the crash should complete the required Wisconsin Driver Report of Accident Form (MV4002).

#### **501.5.2 MODIFICATIONS TO TRAFFIC CRASH REPORTS**

A change or modification of a written report that alters a material fact in the report may be made only by the person who prepared the report. A written supplemental report may be made by any authorized employee.

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If the modification is to add a fatality, a Wisconsin Motor Vehicle Fatal Accident Supplement Form (MV3480) shall be completed and a Transaction Information for the Management of Enforcement (TIME) administrative message sent to Motor Vehicle Fatality Reporting. A fatality is any injury received in a traffic crash which results in death within 30 days of the crash.

#### **501.6 REPORTING SITUATIONS**

##### **501.6.1 TRAFFIC CRASHES INVOLVING CITY VEHICLES**

Traffic crash investigation reports shall be taken when a City-owned vehicle is involved in a traffic crash on a roadway or highway, wherein any damage or injury results. A general information report may be taken in lieu of a traffic crash report at the direction of a supervisor when the crash occurs on private property or does not involve another vehicle. Whenever there is damage to a City vehicle, a vehicle damage report shall be completed and forwarded to the Chief of Police or Lieutenant .

Photographs of the crash scene and vehicle damage shall be taken.

##### **501.6.2 INJURY OR FATALITY TRAFFIC CRASHES WITH POLICE DEPARTMENT EMPLOYEES**

When an employee of this department, either on- or off-duty, is involved in a traffic crash within the jurisdiction of the Hudson Police Department and it results in a serious injury or fatality, the on-duty supervisor should request the Wisconsin State Patrol or other outside agency to complete an investigation and report.

The term serious injury is defined as bodily injury that may result in a fatality.

##### **501.6.3 TRAFFIC CRASHES WITH OTHER CITY EMPLOYEES OR OFFICIALS**

The on-duty supervisor may request assistance from the Wisconsin State Patrol or other outside agency for the investigation of any traffic crash involving any City official or employee where a serious injury or fatality has occurred.

##### **501.6.4 TRAFFIC CRASHES INVOLVING DIPLOMATIC OR CONSULAR CONTACTS**

When a member of this department investigates or receives a report of a traffic crash in which the operator of any vehicle involved in the crash displays a driver's license issued by the U.S. Department of State (DOS) or the person claims immunity or privilege under 22 USC § 254a to 22 USC § 258a, with respect to the operator's violation of any state traffic law or any local traffic law enacted by any local authority in accordance with Wis. Stat. § 349.06, the department member shall do the following (Wis. Stat. § 346.70(4)(i)):

- (a) As soon as practicable, contact the DOS Office of Foreign Missions (OFM) Diplomatic Security Command Center, Diplomatic Motor Vehicle Office to verify the status and immunity, if any, of the driver claiming diplomatic immunity.
- (b) Within 10 days after the date of the crash, forward a copy of the crash report to the DOS OFM Diplomatic Motor Vehicle Office.

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- (c) Department members should use the following numbers to contact the DOS OFM, Diplomatic Motor Vehicle Office:
  - (202) 895-3521 (driver's license verification)
  - (202) 895-3532 (registration verification)
  - (202) 895-3533 FAX

#### **501.7 NOTIFICATION OF COMMAND STAFF**

In the event of a serious injury or death-related traffic crash, the on-duty supervisor shall notify the Chief of Police or Lieutenant to relate the circumstances of the traffic crash.